

# **Timelines, Guidelines, and Information for The U of C Review**

February 26-28, 2006

## Messages for the Review:

- compelling scientific vision for future directions
- world-class scientific accomplishments
- integration and synergy of synthesis, experiment, theory, simulation across MSD
- science driving facilities, facilities driving science
- partnerships outside MSD

## Poster/Research Highlight Timeline:

Jan 20 ..... Poster titles and three-sentence abstracts are due to the Review Team. Coordinate the titles and abstracts with your Group Leader. Then send them to Barb Hall ([blhall@anl.gov](mailto:blhall@anl.gov)).

Jan 24 ..... Draft posters and research highlights are due. Upload them to the review website as ppt files (for Poster and Research Highlight viewgraphs) and doc files (for Research Highlight text). A set of templates for posters and highlights and the instructions on how to upload them are under "Submit Posters and Highlights" at: [http://review.msd.anl.gov/wiki/index.php/UC:2006\\_Review\\_of\\_MSD](http://review.msd.anl.gov/wiki/index.php/UC:2006_Review_of_MSD)

Jan 25-27 ..... Content review of posters. Participants in the content review meetings include authors, Group Leaders, Review Team member, and MTeam member(s). Meetings to be arranged by the Review Team.

Feb 5 ..... Final posters and Research Highlights are due. Upload them to the review website as ppt files (for Poster and Research Highlight VG) and doc files (for Research Highlight text).

Feb 6-22 ..... Printing and mounting of posters

Feb 22-24 .... Hanging of posters

## Overview and Highlight Talks Timeline:

Jan 12 ..... Speaker selection for overview and highlight talks

Feb 13-16 .... Practice overview and highlight talks

Feb 20 ..... Final overview and highlight talk VGs due to Review Team

Feb 21-24 .... Production of Review Book and CD, Research Highlight CD

### Guidelines for Posters and Research Highlights:

Posters and Highlight Viewgraphs must use the PowerPoint templates. The Poster and Highlight Templates have instructions for specific guidelines on style and format.

Posters, oral and highlight talks should deliver the same scientific messages. We want the reviewers to see our messages three times.

Posters should focus on future directions as much as past accomplishments. This is not the normal style for scientific meetings. The primary message of the review is our compelling, world-class scientific vision, and the posters must communicate this as one of their primary components. Posters can present future vision in the context of past accomplishments, or future directions as forceful scientific messages in their own right. Use your creativity in driving home the sparkle and appeal of the new directions we envision.

We expect 80-100 posters. Thus each FWP can have 7-9 posters.

A Research Highlight consisting of one viewgraph and one page of text in standard DOE highlight format will accompany each poster. The Research Highlight summarizes the scientific impact of the accomplishment and future direction of the poster the reviewers can use for their report. The purpose of the Research Highlight is not to summarize everything in the poster; it is to abstract the take home message of the poster in easily accessible images and language. If the poster is research 'on the ground', the Research Highlight presents its most important features seen from 10,000 feet. Communicating world-class accomplishments and future directions is the goal.

A Research Highlight will appear in the Review Book and CD along with each poster. Separately, the Research Highlights and Posters will appear in a CD entitled MSD Research Highlights 2006 that will be available for all of us to distribute liberally to our visitors, hosts, interviewees, DOE managers, funding agents, etc.

### The U of C Review Website:

[http://review.msd.anl.gov/wiki/index.php/UC:2006\\_Review\\_of\\_MSD](http://review.msd.anl.gov/wiki/index.php/UC:2006_Review_of_MSD)

The website contains the following useful items:

- the agenda
- the names and institutions of the members of the U of C Review Committee
- the Charge to the U of C Review Committee
- the outline of the Charge
- the MSD strategic plan for the review
- the list of posters (to be finalized)

Any changes in the timeline and additional instructions will be posted at the Review Website.